

THE COUNTY OF LOS ANGELES  
Invites Resumes for

**CHIEF DEPUTY DIRECTOR  
ANIMAL CARE & CONTROL**  
(Unclassified)



**Annual Salary: \$115,016 — \$174,086**

**Filing Period: September 12, 2012 — October 11, 2012**

**Restricted to Employees of the County of Los Angeles**

*The Los Angeles County Department of Animal Care and Control is one of the largest and most progressive animal control agencies in the United States. Six animal shelters serve all unincorporated County areas and 52 contract cities. The Department covers more than 3,200 square miles of cities, deserts, beaches, and mountains; from the Antelope Valley in the north to the Palos Verdes Peninsula in the south; as far east as the border of San Bernardino County and west to Thousand Oaks. Animal control and rescue services are provided 24 hours a day, seven days a week, in service areas.*

*Besides patrolling busy streets, back roads, beaches and canyons for lost, injured and abandoned animals, our animal control officers also sell dog licenses, conduct humane investigations whenever cruelty to animals is suspected, provide emergency rescues during natural disasters, and enforce all state and local animal control laws.*

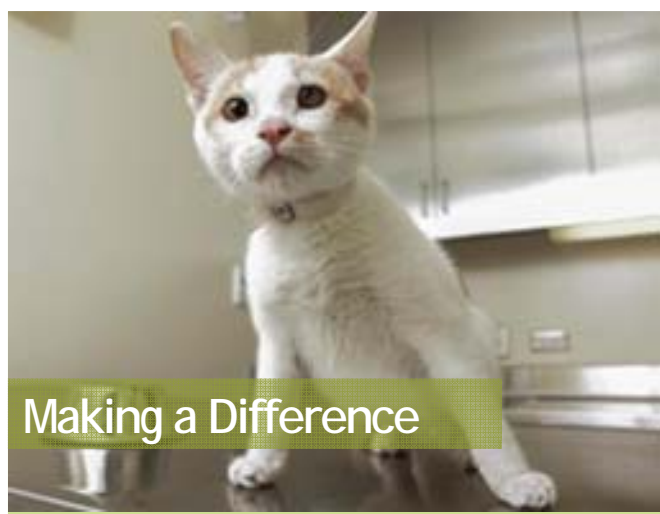


## THE POSITION

The Chief Deputy Director, Animal Care and Control, acts as assistant head of the Department of Animal Care and Control. This unclassified position is distinguished by its executive and administrative responsibility for assisting the Director of Animal Care and Control in planning, evaluating, and directing the day-to-day operations of the Department, including the enforcement of ordinances governing the licensing, impounding, keeping, adoption and exhibition of animals in the County and in contract cities.

### *Examples of Duties*

- Assists in planning, organization and directing of all operations in the Department, including formulating departmental policy, directing its execution, and evaluating work accomplished.
- Assists in directing the fiscal, personnel, budget and other administrative functions of the Department.
- Assists in directing the development of changes in organization, staffing, work processing and management information systems to increase efficiency and reduce administrative costs.
- Assists in ensuring the Department's philosophy of excellent customer service is an integral part of its service delivery.
- Assists in recommending the adoption and amendment of County ordinances, resolutions, regulations and state statutes.
- Assists in enhancing private financial support for various animal-related programs from outside groups.
- Responsible for overall operation of County animal shelters.
- Assists in enforcing state and local laws regarding animal cruelty.
- Directs the enforcement of Los Angeles County's Title 10 Ordinance to reduce to a minimum the number of animals at large.
- Assists in supervising the animal care and control volunteer program.
- Maintains effective relations with other departments, agencies and the public.
- Assists in making periodic reports to the Board of Supervisors regarding the accomplishments of the Department.
- Assists in the formulation and implementation of the Department's vision, mission and strategic plan.
- Acts as the Department Head in the absence of the Director of Animal Care and Control.



Making a Difference

## QUALIFYING EDUCATION AND EXPERIENCE

A Bachelor's degree from an accredited college or university -and- four (4) years of highly responsible experience managing through subordinate managers, a major division in areas such as finance, audit, budget, human resources, contract administration, information systems or other administrative services.

## DESIRABLE QUALIFICATIONS

- A Master's degree from an accredited college or university in public administration, non-profit management, business or other closely related field.
- Knowledge of local, state and federal animal welfare and anti-cruelty laws.
- A comprehensive knowledge of management and organizational principles, control systems, financial planning, utilization of resources, and a strong track record of success in large-scale fiscal and budgetary management.
- Possession of good analytical skills, including the ability to identify and resolve departmental issues and to solve problems within existing resources.
- Experience developing staff into a cohesive team, while holding individuals and units accountable for results.
- Experience managing controversial problems and/or dealing effectively with the media.
- Demonstrated skills and abilities in working effectively with public and private officials, community and advisory groups, and private citizens.
- Strong written and oral communication skills.
- Experience managing an active volunteer program.

**The County of Los Angeles is an Active Equal Opportunity Employer**

**Annual Salary** - \$115,016 - \$174,086 (R14)

The successful candidate may be appointed to any salary within the range, depending on qualifications. This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP).

**Selection Process** - Each candidate's background will be evaluated on the basis of information submitted on the resume to determine the level and scope of the candidate's preparation for this position. The resume should include any additional information which the candidate wishes considered. Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process.

**Filing Instructions** - Highly qualified candidates are invited to submit a statement of interest and comprehensive resume detailing their knowledge, skills and abilities. Each submission should include ALL of the following:

- Candidate's ability to meet the Qualifying Education, Experience and Desirable Qualifications sections of this recruitment announcement.
- For organizations and programs managed, the name of each employer, job title, size of organization's budget, number and level of personnel supervised, scope of management responsibilities, functions managed, and dates of employment and current salary.
- Names of schools, colleges and universities attended, dates attended and degrees earned, and field of study, verification of degree(s), licenses and certificates along with the resume

Please submit resume materials by 5:00 p.m. on October 11, 2012 to:

[ExecutiveRecruitment@hr.lacounty.gov](mailto:ExecutiveRecruitment@hr.lacounty.gov)

Electronic submittals are strongly preferred. Please indicate the position title of Chief Deputy Director, ACC in the subject line of your e-mail.

Confidential inquiries are welcomed to:

**LAURA HEATON**

Department of Human Resources  
Executive Services Division  
Kenneth Hahn Hall of Administration  
500 West Temple Street - Room 555  
Los Angeles, CA 90012  
(213) 974-2674  
Fax: (213) 613-4773

This announcement may be downloaded from the County of Los Angeles website at: <http://hr.lacounty.gov>

Pursuant to state and federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper, attached to your resume. This page will be removed from your resume when it is received. This information will be kept confidential and utilized solely for required statistical purposes.